

# Governor's Office

## Agency Performance Dashboard

Q3 FY2018

### Goal Met Key

✓ goal met, ✗ goal not met, ⌚ goal in progress. As determined by comparison of current data and target.

### Trend Key

↑ trending in favorable direction, ↔ trend is holding, ↓ trending in unfavorable direction.

## Open and Transparent Government

Total number of public records requests received

### Metric Definition

Total number of public records requests received within the reporting period.

Current	Previous	Trend
58	35	↑

**Reporting Cycle:** Quarterly (January 1, 2018 - March 31, 2018)

**Additional Details:** Executive Order #235 requires agencies to post public records metrics. Requests may be received verbally or in writing and are logged by the agency when received. This is the first quarter reporting this metric. Previous and trend will not be available until the next reporting cycle.

Total number of public records requests completed

### Metric Definition

Total number of public records requests completed within the reporting period.

Current	Previous	Trend
59	35	↑

**Reporting Cycle:** Quarterly (January 1, 2018 - March 31, 2018)

**Additional Details:** Executive Order #235 requires agencies to post public records metrics. Completed or closed means no further action is required by the agency. Requests completed during this reporting cycle may have been initiated during a previous quarter.

Average time taken to fulfill public records requests

### Metric Definition

Total time taken (in business days) to fulfill public records requests divided by the total number of public records requests completed in this reporting cycle (12am CST, July 1, 2017 through 11:59pm September 30, 2017).

Goal Met	Current	Previous	Target	Trend
✗	33.2 days	12.11 days	10 days	↓

**Reporting Cycle:** Quarterly (January 1, 2018 - March 31, 2018)

**Additional Details:** Executive Order #235 requires agencies to post public records metrics. This metric includes requests fulfilled this quarter although the requests may have been initiated in a previous quarter. Weekends, legal holidays, time spent waiting for payment of invoices, and time spent waiting for clarification from requestor are not counted in total business days. Requests received and fulfilled within one business day are calculated as zero days. Fulfilled means no further action is required by the agency.

After Foxconn announced its plans for Wisconsin this past July, the state processed a high-number of Foxconn-related public records, involving a substantial number of personnel. The process of fulfilling the requests required a comprehensive and thorough process involving a coordinated effort between, the Governor's Office, the Wisconsin Economic Development Corporation (WEDC) and several agencies. In the end, the Governor's Office, WEDC, and the Department of Administration released approximately 20,000 records in March related to Foxconn.

Due to the time required to fulfill Foxconn requests, records metrics this quarter do not reveal an accurate picture of our response times. Therefore, we are also providing metrics excluding the Foxconn data. We hope having both sets of metrics will allow those who view them to have a clearer understanding that we are committed to improving metrics for public records.

For the quarter, Foxconn data excluded, the Governor's Office completed records requests in an average of 17.7 business days.

### Percentage of public records requests acknowledged within one business day

#### Metric Definition

Percentage of public records requests sent to the agency's primary public requests inbox and acknowledged by the next business day (12am CST, July 1, 2017 through 11:59pm September 30, 2017).

Goal Met	Current	Previous	Target	Trend
✓	100%	100%	100%	↔

**Reporting Cycle:** Quarterly (January 1, 2018 - March 31, 2018)

**Additional Details:** This does not include requests sent via channels other than the primary public requests inbox. Acknowledged is defined as a response sent back to requestor by the next business day. Business days do not include weekends or legal holidays.

### Percentage of current employees completing public records training

**Metric Definition**

Percentage of current employees that completed public records training by March 1 of each calendar year.

Goal Met	Current	Previous	Target	Trend
✓	100%	100%	100%	↔

**Reporting Cycle:** Annual (March 1, 2017 - February 28, 2018)

**Additional Details:** Public records training is available to state employees via our enterprise learning management system. All Office of the Governor employees (permanent, project, and limited term) that have access to public records are required to complete this training. This excludes wait staff, landscapers, and housekeepers employed at the Executive Residence. This metric is measured annually on March 1 for employees that started before February 1. Data does not include employees who completed the training, but left employment before the end of the reporting cycle.

Percentage of new employees completing public records training

**Metric Definition**

Percentage of new employees that completed public records training with 30 calendar days of their start date.

Goal Met	Current	Previous	Target	Trend
✓	100%	100%	100%	↔

**Reporting Cycle:** Quarterly (January 1, 2018 - March 31, 2018)

**Additional Details:** Public records training is available to state employees via our enterprise learning management system. All Office of the Governor employees (permanent, project, and limited term) that have access to public records are required to complete this training within 30 calendar days of their start date. This excludes wait staff, landscapers, and housekeepers employed at the Executive Residence.

Percentage of exiting employees that received notice of public records retention obligations

**Metric Definition**

Percentage of exiting employees that received notice of public records retention obligations on or before last day of employment.

Goal Met	Current	Previous	Target	Trend
✓	100%	100%	100%	↔

**Reporting Cycle:** Quarterly (January 1, 2018 - March 31, 2018)

**Additional Details:** It is required that all exiting employees receive notice of public records retention obligations on or before last day of employment. This excludes wait staff, landscapers, and housekeepers employed at the Executive Residence. This is the first quarter reporting this metric. Previous and trend will not be available until the next reporting cycle.